



Access Arrangements, Reasonable Adjustments (AARA) Application Form

Instructions for AARA (QCAA) Applications Senior Program and Tertiary Preparation

- Please refer to the South East Region Learning College Academic Policy prior to submission of the application.
- Approval of adjustments is at the discretion of the Head of Campus, Dean of Students and Guidance Officer

For Senior Program and Tertiary Preparation students to successfully meet eligibility criteria of the assessment, any assessment adjustments must not interfere with the integrity of the achievement standards.

Date of application: _____ **Student's Name:** _____
Roll Class: _____ **Subject/s:** _____
Teacher: _____ **Unit/Assessment:** _____
Reason for application: _____

Supporting evidence (please site evidence): Attached **YES** **NO**

Time-frame of condition	Category	Extent/Details of Adjustment
<input type="checkbox"/> Temporary – (near assess time) <input type="checkbox"/> Intermittent– (impacts for 3-week period or longer) <input type="checkbox"/> Permanent- (Verified/Diagnosed/Imputed)	<input type="checkbox"/> Cognitive <input type="checkbox"/> Physical <input type="checkbox"/> Sensory <input type="checkbox"/> Social/Emotional/Mental Health <input type="checkbox"/> Illness <input type="checkbox"/> Bereavement <input type="checkbox"/> Misadventure	<input type="checkbox"/> Temporary (Misadventure)
		<input type="checkbox"/> Intermittent (Short Term)
		<input type="checkbox"/> Permanent (Long Term)

Student statement explaining reason for application: To allow the student reasonable access to assessment pieces.

Parent acknowledgement and understanding of reasonable adjustment:

I acknowledge that my child is entitled to reasonable adjustments for assessments tasks. Adjustments are required to be reported to the QCAA and some are subject to their approval. Selected adjustments will change according to the type of assessment being undertaken.

Student Signature and Date:

Parent Signature and Date:

_____ **Date / /**

_____ **Date / /**

Eagleby Campus
 161 Herses Road
 EAGLEBY QLD 4207
 (07) 3382 9222

Helensvale Campus
 Unit 1 46 Siganto Drive
 HELENSVALE QLD 4212
 (07) 5562 9888

Varsity Lakes Campus
 Suite 2/183 Varsity Parade
 VARSITY LAKES QLD 4227
 (07) 5553 8300

QCAA inclusive strategy	Possible adjustment	Tick the adjustment for this assessment				
Timing (rest breaks and extra time)	Extension Principal Reported Additional time (exam) QCAA Approved	Extension Assignment < 1 week	Extension Assignment >1 week	Extra time (imputed 5 min per half hour of exam time)	Comparable Assessment	
	Rest breaks QCAA Approved	Rest breaks (Five minutes per half hour of assessment time, taken at any time during the assessment.)				
Scheduling (order and number of sessions) Principal Reported	Number of sessions	Breaking assessment into sections same day		Increasing pre-exam preparation		
	Order of sessions	Establishing assessment from C level to A+ level through the Exam/Assignment		Extra sessions for reading and text processing		
Setting (noise, wheelchair access, anxiety) Principal Reported	Location: room, Furniture, resources, supervision	Supervision that students require during the implementation of units, including assessment		Identifying room, furniture, resources and equipment		
	Seating: Placement	Planning the placement of seating to maximise visibility, audibility and physical access to resources, learning opportunities and support (adults or peers), as required				
Presentation Principal Reported	Cues and prompts	Highlighting key words or phrases in directions		Using symbols such as arrows or stop signs to remind the student to do something		
	Directions	Read aloud	Read more than once	Presented as pictures/symbols	Highlighted key words	Text to speech
	Format of the text	Braille Large print	Less text on the page	Digitised text	Audio text	
	Specialised equipment	Laptop	IPAD	Graphic organisers		
Response Principal Reported	Verbal	Scribe (adult)		Recording devise	Interpreter/translator	
	Written	Adaptive tools- Pencil grip	Specialised writing tools	Keyboards	Scribe and speech to text	
	Non-verbal	Assistant technology Symbol and word bank	Finger/eye pointing			
	Specialised equipment & Resources	Computer or word processor	Communication devices	Speech-to text or text to speech	Braille machine	Talking calculator
Medical Principal Reported	Medical considerations	Bite Sized Food	Diabetes management	Drink	Medication	

This section to be completed by the HOC/DOS/GO

I am satisfied that this application meets the requirements as set down in South East Region Learning College Academic Policy.

I have checked class progress and the notes and /or draft completed by the student.

HOC / DOS / GO Signature: _____ Date: / /